



# UNITED STATES MARINE CORPS

MARINE CORPS BASE  
PSC BOX 20004  
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 12531.8D  
BCPD  
8 JUN 1994

## BASE ORDER 12531.8D

From: Commanding General  
To: Distribution List

Subj: SALARY AND WAGE STEP RATES FOR CIVIL SERVICE EMPLOYEES

Ref: (a) 5 CFR pt 531 (NOTAL)  
(b) 5 CFR pt 532 (NOTAL)  
(c) 5 CFR pt 536 (NOTAL)

1. Purpose. To establish command policy concerning the selection of salary and wage step rates for civil service employees per the references.

2. Cancellation. BO 12531.8C.

3. Policy. It is command policy to select the minimum salary and wage rates required by law and regulation unless there are compelling reasons to select a higher rate permitted by law and regulation. See "Exceptions," paragraph 4c herein.

### 4. Setting Pay

a. Application of earned rate and/or highest previous rate in setting pay under this Order may not consider pay received by an employee under a demonstration project, pay banding, or locality pay.

b. Salary and wage rates will be selected as follows:

(1) New Appointment. A new appointment is made at the first step of the grade and applicable pay rate table to which the employee is appointed.

(2) Reinstatement. The pay of a former Federal employee who is reemployed after a break in service is fixed at the first step of the grade and applicable pay rate table in which reemployed. However, if the person's separation from Federal service was a result of a reduction in force or transfer of function action, the pay will be fixed at a step rate which preserves, insofar as possible, the employee's last earned rate. If the last earned rate falls between two steps of the grade, the higher step will be selected.

(3) Transfer and Change of Appointing Office. When an employee enters on duty without a break in service from another Federal activity, pay will be fixed in the new position at the highest rate which does not exceed the person's last earned rate immediately preceding the transfer.

(4) Change to Lower Grade. The pay of an employee who requests a change to lower grade for personal reasons will be fixed in the lower grade which, if repromoted to the employee's former grade, would result in selection of the former step rate by application of normal rules governing promotions. Application for formal trainee positions, the target grade of which is the same or higher than the employee's present grade, is not considered "at the employee's request for personal reasons."

(5) Repromotion. The pay of an employee repromoted to the same grade from which demoted, or an intervening grade, will not be set higher than the rate prescribed for a regular promotion.

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c. Exceptions are authorized as follows:

(1) Selective Placement. An employee who accepts a lower grade position as a selective placement action due to medical reasons is entitled to have their pay set under the retained pay provisions of reference (c).


(2) Retained Grade/Pay. In a position change action affecting an employee under retained grade/pay, the provisions of reference (c) apply.

(3) Highest Previous Rate. Pay may be set under the highest previous rate rule in connection with the reemployment of a former Federal employee provided the position in which the person is being reemployed is a shortage category position. Application of this rule in setting pay must be recommended by the department head and approved by the Civilian Personnel Director prior to the person's entrance on duty. Application of the highest previous rate rule retroactively is prohibited.

(4) Superior Qualifications. Appointments may be made to positions in all grades at a rate above minimum rate of the grade when justified by a candidate's superior qualifications. The rate may not exceed the candidate's current actual earnings by more than 20 percent, nor may it exceed the maximum rate for the grade. Application of this pay setting authority will be rare. Extensive documentation is required for each case wherein this authorization is exercised. Each case at Marine Corps Base requires the Commanding General's approval. For information and assistance, contact the Employment Officer, extension 2763.

5. Action. Organizational commanders, heads of command staff sections, and department heads will ensure that supervisors are thoroughly familiar with this Order and that this Order is made available to employees upon request.

6. Concurrence. This Order has been coordinated with and concurred in by the Commanding Officer, Marine Corps Air Station, New River.



L. H. LIVINGSTON

DISTRIBUTION: C